



# UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO P5400.3H

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04 AUG 1998


## BASE ORDER P5400.3H

From: Commanding General  
To: Distribution List

Subj: MARINE CORPS BASE ORGANIZATION AND FUNCTIONS MANUAL

Encl: (1) LOCATOR SHEET

1. Purpose. This Manual promulgates the official organization and functions of Marine Corps Base, Camp Lejeune, North Carolina.
2. Cancellation. BO P5400.3G.
3. Recommendation. All proposed changes to the organizational structure or functions will be submitted to the Assistant Chief of Staff, Management Support for processing.
4. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.
5. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.
6. Certification. Reviewed and approved this date.

  
B. A. GOMBAR  
Chief of Staff

DISTRIBUTION: A less Cat IV plus BMSD (20)

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ENCLOSURE (1)

# MARINE CORPS BASE ORGANIZATION AND FUNCTIONS MANUAL

## RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date Of Change	Date Entered	Signature of Person Incorporated Change

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CHAPTER 1

MARINE CORPS BASE

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## CHAPTER 1

### MARINE CORPS BASE

1000. MISSION. The mission of Marine Corps Base, Camp Lejeune is to provide training and logistics support for active and reserve units; to provide mobilization and deployment support to these units during exercises and contingencies; and to provide resident, formal school training for U.S. Marine and DoD students as assigned. Accomplishment of this mission requires operation and maintenance of Base training and support facilities; provision of a wide range of municipal services to include security, housing, education, medical care, and recreation for the Marines, Sailors, retired service members, and dependents who make up the Camp Lejeune military community; and the management and preservation of our natural resources and environmental integrity.

#### 1001. CONCEPT OF ORGANIZATION

1. Base Command (Contained in Headquarters and Support Battalion).
2. Headquarters and Support Battalion.
3. Naval Hospital.
4. 2d Dental Battalion/Naval Dental Center.
5. Marine Corps Engineer School.
6. Marine Corps Service Support Schools.
7. Field Medical Service School.
8. School of Infantry.
9. Weapons Training Battalion.
10. Reserve Support Unit.

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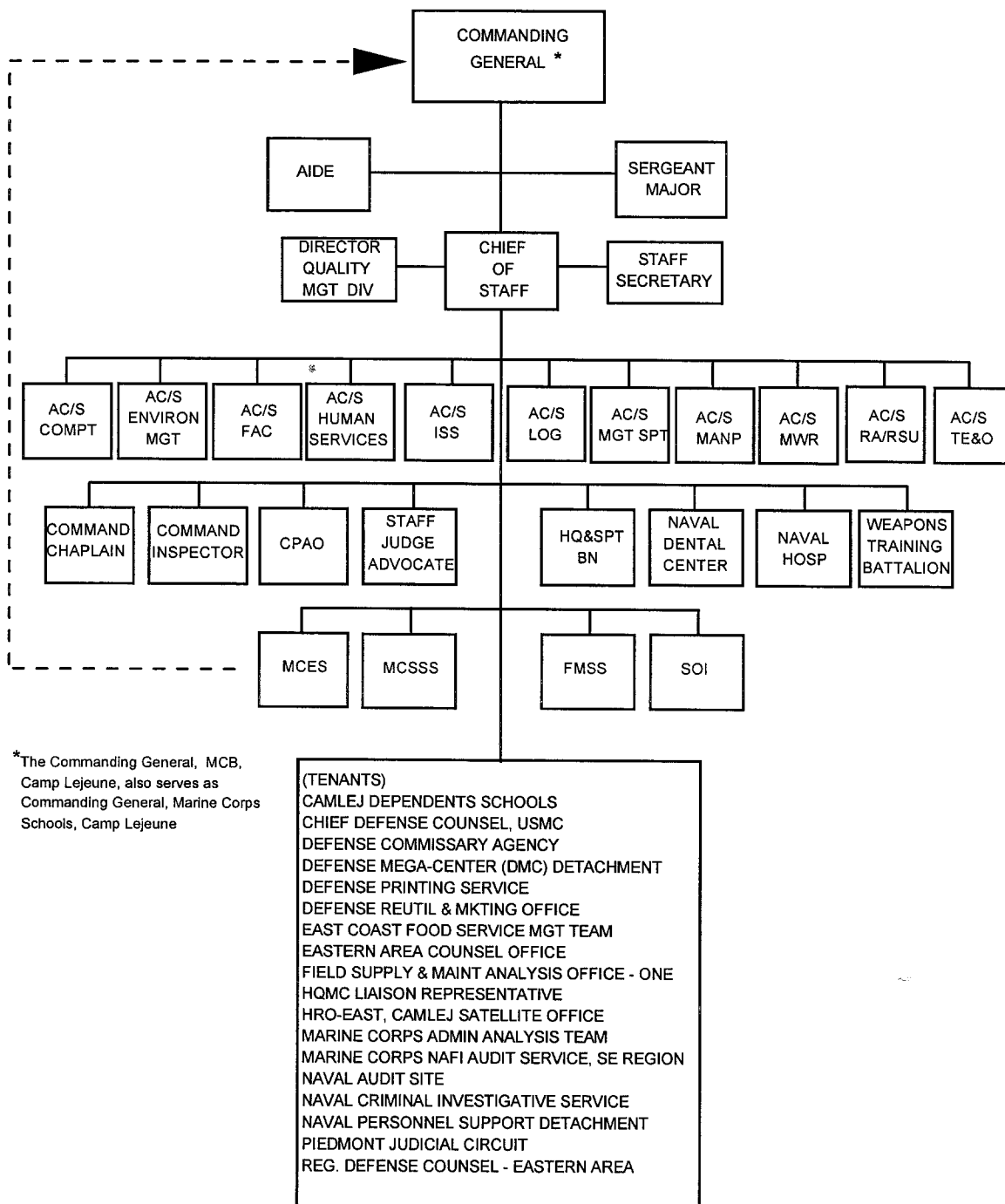


Figure 1-1.--Marine Corps Base Organization Chart



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## CHAPTER 2

### COMMANDING GENERAL

2000. COMMANDING GENERAL. The Commanding General carries out the mission of Marine Corps Base (MCB), Camp Lejeune, North Carolina, as assigned by the Commandant of the Marine Corps. The Commanding General maintains liaison with Marine Forces Atlantic (MARFORLANT) and all other military commands as well as with Federal, State, county, and municipal agencies as required. In addition, the Commanding General represents and upholds the interest of the Marine Corps and the Federal Government in community relations matters. The Commanding General, MCB, Camp Lejeune also serves as Commanding General, Marine Corps Schools, Camp Lejeune.

2001. AIDE-DE-CAMP. The Aide-de-Camp performs duties as assistant and confidential secretary to the Commanding General. General duties include, but are not limited to, scheduling, paperwork, protocol, and personal needs. The Aide-de-Camp maintains liaison with all General Staff sections, monitors the correspondence flow with the Commanding General's secretary and Staff Secretary and maintains a personal file for the Commanding General. The Aide-de-Camp must be familiar with the regulations governing the use of the nonappropriated funds administered by the Commissioned Officers' Mess (Open) and the Official Representation Fund. The Aide-de-Camp supervises all activities of the enlisted aide and the driver, as well as being responsible, as a section head, for their well-being.

2002. CHIEF OF STAFF. The Chief of Staff is responsible to the Commanding General for all activities of the General and Special Staffs. The Chief of Staff directs, coordinates and supervises their activities and issues staff instructions in furtherance of the Commanding General's decisions. When required, the Chief of Staff initiates Command and Staff action to resolve actual and/or anticipated problem areas. The Chief of Staff allots the detailed work of preparing correspondence, alternative courses of action, reports, plans, orders, and instructions, reviews the resulting drafts and submits the completed drafts for the Commanding General's

approval. The Chief of Staff may recommend to the Commanding General policy changes and/or specific courses of action. The Chief of Staff remains currently informed of all situations to ensure preparedness for future eventualities to include unusual developments occurring after normal working hours. The Chief of Staff ensures establishment and maintenance of liaison with higher, subordinate, and tenant commands. The Chief of Staff performs such other duties as the Commanding General may specifically direct.

2003. SERGEANT MAJOR. The Sergeant Major, MCB, Camp Lejeune is considered to be the senior enlisted man assigned to the Base Command. The Sergeant Major advises the Commanding General on matters pertaining to enlisted personnel and assists the Commanding General in the performance of the Commanding General's duties. The Sergeant Major will perform such other duties as the Commanding General may specifically direct.

2004. STAFF SECRETARY. The Staff Secretary is the administrative assistant to the Chief of Staff. The Staff Secretary is not a member of either the General or Special Staff, but the nature of the Staff Secretary's duties requires liaison with the Staff officers. The Staff Secretary reviews all written matter routed to the Chief of Staff for administrative accuracy and ensures that it has been seen and acted upon, if necessary, by all interested Staff sections. The Staff Secretary receives personnel visiting the headquarters to confer with the Chief of Staff. In addition, the Staff Secretary maintains the Chief of Staff's appointment schedule; schedules briefings and conferences for the Commanding General and Chief of Staff; schedules the use of the conference room, Building #1; supervises personnel assigned to the office of the Staff Secretary, to include dispatching of the Chief of Staff's driver; initiates Frost Calls after approval by the Chief of Staff; and performs such other duties with respect to protocol matters and official visits of military service Navy captains/colonels and above, government service civilians, GS-15 and above, and equivalent foreign officials except when responsibility is specifically assigned to another command or staff section. The Staff Secretary plans, coordinates and distributes itineraries and social schedules; arranges billeting, messing, air and ground transportation, and other support required; schedules and confirms official calls on

the Commanding General or the Chief of Staff, and provides advice and assistance to requesters, including tenant commands, on protocol matters.

2005. QUALITY MANAGEMENT DIVISION. The Quality Management Division is a special staff section that provides advisory and management coordination services for the Commanding General, the Chief of Staff, and the General Staff. This office supports the Total Quality Leadership Program and strategic planning for the Command, provides technical assistance in the employment of activity-based costing and activity-based management techniques, and also provides coordination and advisory support for Commercial Activities reviews and studies.

# MARINE CORPS BASE ORGANIZATION AND FUNCTIONS MANUAL

## CHAPTER 2

### COMMANDING GENERAL

#### SECTION 1: TENANTS

2100. CAMP LEJEUNE DEPENDENTS SCHOOLS. The Camp Lejeune Dependents Schools (CLDS), Camp Lejeune, is under the direct operational control of the Director, Department of Defense Domestic Dependent Elementary and Secondary Schools. The CLDS is composed of six elementary schools, one middle school, and one high school for grades Pre-K-12. The CLDS system is designed to: (a) maintain a school system which provides educational opportunities for children in grade pre-kindergarten through grade 12; (b) ensure that such educational opportunities are of high quality and comparable in all respects to the better school systems in North Carolina; (c) provide and maintain adequate and appropriate facilities properly equipped and staffed; and (d) provide such education for all eligible dependent children of personnel residing within the Camp Lejeune Complex. The Superintendent, CLDS is responsible for the operation of the school system and provides advice and recommendations to the Commanding General on matters relating to operation of the school system. The Superintendent receives policy input from an elected Board of Education and staff coordination support from the Assistant Chief of Staff, Manpower.

2101. CHIEF DEFENSE COUNSEL OF THE MARINE CORPS. The Chief Defense Counsel of the Marine Corps exercises supervision, direction, and control over Regional Defense Counsel and general professional supervision over Senior Defense Counsel and defense counsel within Marine Corps commands. The Chief Defense Counsel of the Marine Corps is directly responsible to the Director, Judge Advocate Division for assessing the quality of performance of defense functions throughout the Marine Corps and making recommendations for improvement wherever appropriate. The Chief Defense Counsel of the Marine Corps exercises general professional supervision through the Regional Defense Counsel, and supervises quality of defense practice, procedures and techniques; inspects professional training and continuing legal education for defense counsel; and inspects adequacy of legal facilities accorded

defense counsel. The Chief Defense Counsel of the Marine Corps monitors experience levels of judge advocates serving as defense counsel; and keeps the Director, Judge Advocate Division informed on the state of defense counsel services throughout the Marine Corps, to include status of personnel, facilities, and administrative and logistical support.

2102. DEFENSE COMMISSARY AGENCY. The mission of the Defense Commissary Agency is to provide an efficient and effective worldwide system of commissaries for the resale of groceries and household supplies at the lowest practical price (consistent with quality) to members of the military services, their families, and other authorized patrons, while maintaining high standards for quality, facilities, products, and services. The Defense Commissary Agency operates two stores serving the Camp Lejeune complex.

2103. DEFENSE MEGA-CENTER (DMC) DETACHMENT. The Defense Mega-Center (DMC) Detachment, Defense Information Systems Agency (DISA) provides mainframe processing support for Marine Corps-wide information systems. Through the DMC, Marine Corps Base users are able to access the Defense Data Network and obtain information from the DISA central computer processing site in St. Louis, Missouri, pertaining to Marine Corps Class I and DoD-wide automated systems. The DMC provides a HelpDesk function collocated with the Base Information Systems Management Division, Management Support Department, to assist Camp Lejeune users in accessing mainframe services, and also distributes output from Marine Corps/DoD-wide information systems to using organizations.

2104. DEFENSE PRINTING SERVICE. The Defense Printing Service is responsible for the Department of Defense duplicating and printing program, and document automation, encompassing value-added conversion, electronic storage, output and distribution of hardcopy and digital information; including technical advice and support for reprographics. Value to the customer includes quality products and services, which are competitively priced, and delivered on time.

2105. DEFENSE REUTILIZATION AND MARKETING OFFICE. The Defense Reutilization and Marketing Office (DRMO) is under the direction of the Commander, Defense Reutilization and Marketing Region, Columbus, Ohio. DRMO performs in support of the military services and authorized customers, property disposal service operations including the receipt, control, warehousing, and preparation of excess property for reutilization, donation, sale, or other disposition. DRMO receives supply support from MCB, Camp Lejeune through an Interservice Support Agreement.

2106. EAST COAST FOOD SERVICE MANAGEMENT TEAM. The East Coast Food Service Management Team is under the operational and technical control of the Commandant of the Marine Corps. The mission of the East Coast Food Service Management Team is to render assistance in raising the quality of food service, achieving economy, and increasing effectiveness at the various activities visited. Duties and responsibilities include reviewing activity food service program documents; instilling food service management discipline in all responsible personnel; inducing and stimulating professional pride in food service personnel; providing on-the-job instruction to food service personnel; reviewing the use of facilities, equipment, personnel, subsistence, and other food service resources; providing information on and demonstrating new developments in the food service and subsistence fields; exchanging, searching for, and collecting new ideas regarding food service for submission to the Commandant of the Marine Corps for possible adoption and dissemination to all Marine Corps activities that operate a mess hall(s); recording observations that will provide the Commandant of the Marine Corps with follow-up actions that can be used to assist activities in resolving problems related to food service. The East Coast Food Service Management Team receives support for expendable supplies and office space from the Commanding Officer, Marine Corps Service Support Schools.

2107. EASTERN AREA COUNSEL OFFICE. The Eastern Area Counsel Office (EACO) is under the operational control of the Counsel to the Commandant of the Marine Corps. EACO is responsible for providing installation law support to all Marine Corps commanders and their staffs with regard to environmental, land use, labor/employment and procurement legal issues. EACO is also responsible for providing



legal support to the East Coast Regional Review Board in those same subject areas. EACO receives supplies, office space, office furnishings, vehicular and telephone services support from MCB, Camp Lejeune.

2108. FIELD SUPPLY AND MAINTENANCE ANALYSIS OFFICE-ONE. The Field Supply and Maintenance Analysis Office - One (FSMAO), is under the operational control of the Commandant of the Marine Corps (L). The mission of FSMAO is to identify and report deficiencies in supply and maintenance support, reporting and accounting procedures, and to recommend action as may be necessary for improvement therein. FSMAO accomplishes this mission by analyzing supply and maintenance procedures, by furnishing assistance and interpretive guidance and training unit personnel. FSMAO receives administrative support from the Commanding General, MCB, Camp Lejeune. Vehicle requirements will be provided directly from Base Motor Transport.

2109. HEADQUARTERS MARINE CORPS LIAISON REPRESENTATIVE. The Headquarters Marine Corps (HQMC) Liaison Representative performs duties as directed by the Commandant of the Marine Corps and is under the cognizance of the Assistant Chief of Staff, Manpower. The HQMC Liaison Representative's duties encompass providing advice and assistance to the Commanding General's staff who perform duties relative to certain missions assigned to MCB, Camp Lejeune by HQMC.

2110. HUMAN RESOURCES OFFICE - EAST, CAMLEJ SATELLITE OFFICE. The mission of the Camp Lejeune Satellite Office of the Civilian Human Resources Office-East is to manage and coordinate the full range of human resources functions and the supporting clerical and administrative functions for serviced commands. Included in these are all human resources activities related to Employment, the Defense Civilian Personnel Data System, Equal Employment Opportunity, Labor Relations, Employee Relations, Employee Development, Position Classification and Wage Administration for appropriated fund employees. Also provides Equal Employment Opportunity services for Nonappropriated Fund employees.

2111. MARINE CORPS ADMINISTRATIVE ANALYSIS TEAM (MCAAT). The Marine Corps Administrative Analysis Team is under the operational control of the Commandant of the Marine Corps, Deputy Chief of Staff for Manpower and Reserve Affairs. The mission of MCAAT is to provide the Commandant of the Marine Corps direct field representation by furnishing assistance, guidance and application of a variety of administrative instructions; and to perform assigned phases of examinations and annual reviews. Analysis and review of unit administrative processes and procedures are conducted to ensure those processes and procedures are utilized in accordance with currently prescribed administrative regulations; to determine the effectiveness of systems, procedures, and internal controls relating to administrative matters; and to ensure the best interest of the government and the individual are protected. MCAAT personnel are administratively assigned to the Commanding General, MCB, Camp Lejeune. Operational and maintenance type housekeeping support is provided by the Commanding Officer, Marine Corps Service Support Schools (MCSSS).

2112. MARINE CORPS NONAPPROPRIATED FUND AUDIT SERVICE, SOUTHEAST REGION. The Marine Corps Nonappropriated Fund Audit Service (MCNAFAS) is under the technical and operational control of the Commandant of the Marine Corps (PR). The mission of the MCNAFAS is to provide the Commandant of the Marine Corps, commanding generals/officers, cognizant staff agencies, and nonappropriated fund instrumentality managers with independent, objective and constructive appraisals of the management, accounting, operations, and related functions of their nonappropriated fund activities. The Director, MCNAFAS, Southeast Region, has audit cognizance over all nonappropriated fund activities at MCB, Camp Lejeune; MCAS, Cherry Point; MCAS, New River; Marine Barracks, Naval Base, Norfolk, VA; and Naval Station, Guantanamo Bay, Cuba. The Southeast Regional Office is assigned to MCB, Camp Lejeune for administrative purposes only, since their geographical location provides a convenient central point within the area to enable accomplishment of the assigned mission with minimal travel. Operational and maintenance support is provided by MCB, Camp Lejeune per the current edition of MCO 7510.2\_.

2113. NAVAL AUDIT SITE. The Naval Audit Site, MCB, Camp Lejeune, North Carolina, is an audit site under the operational control of the

Naval Audit Service Eastern Region which is headquartered in Virginia Beach, Virginia. The Eastern Region is one of three regional offices assigned to carry out the statutory duties and responsibilities assigned to the Auditor General of the Navy who serves as staff assistant for audit matters to the Under Secretary of the Navy. The Naval Audit Site is responsible for performing independent evaluations of programs, activities, systems, procedures, and other operations involving the expenditure of funds, utilization of resources, or accomplishment of management objectives. The purpose of audit is to provide a service to management at all levels through the objective performance of independent evaluation to determine the adequacy and effectiveness of practices, procedures, and controls. This is accomplished through objectively reporting results of audits, making constructive recommendations, and providing consultation while management plans action to be taken on findings and recommendations. The Naval Audit Site receives limited support from MCB in terms of supplies, office space, office furnishings and telephone service.

2114. NAVAL CRIMINAL INVESTIGATIVE SERVICE FIELD OFFICE. The Naval Criminal Investigative Service Field Office (NCISFO) Carolinas, Camp Lejeune, NC, is under the direct operational control of the Naval Criminal Investigative Service Headquarters, Washington, DC, a second echelon command. The Naval Criminal Investigative Service Resident Agency, Cherry Point and Naval Criminal Investigative Service Resident Unit, New River, both operationally report to NCISFO Camp Lejeune. The NCISFO Camp Lejeune, has the mission of providing investigative and counter-intelligence support to U.S. Naval and Marine Corps commands in the area. In practice, as indicated, NCIS efforts are focused on investigations of major offenses, acts punishable by confinement of more than one year and counter-intelligence matters, to include espionage, terrorism, and subversion directed against the U.S. Navy/Marine Corps. NCISFO receives support from MCB, Camp Lejeune in terms of supplies, office spaces, telephone and janitorial assistance through an Interservice Support Agreement.

2115. NAVAL PERSONNEL SUPPORT ACTIVITY DETACHMENT. The Naval Personnel Support Activity Detachment (PSD) is a detachment of Naval Personnel Support Activity, Norfolk, VA. PSD maintains officer and enlisted service and pay records for personnel assigned to commands

and activities supported. The PSD provides personnel, pay, passenger transportation services, and various customer command interface functions as outlined by instruction. The PSD receives limited support from MCB, Camp Lejeune through an Interservice Support Agreement.

2116. PIEDMONT JUDICIAL CIRCUIT. The Piedmont Judicial Circuit is under the operational control of the Chief Judge, Navy-Marine Corps Trial Judiciary, but is administratively attached and receives support from Commanding General, MCB, Camp Lejeune. There are normally six military judges at Camp Lejeune. The Judiciary is responsible for presiding over all general and special courts-martial convened at MCB, Camp Lejeune; MCAS, Cherry Point; MCAS, New River; MCAS, Beaufort, SC; and MCRD Parris Island, SC. In addition, upon request and when available, military judges are provided to conduct Article 32 Investigations.

2117. REGIONAL DEFENSE COUNSEL, EASTERN AREA. The Regional Defense Counsel, Eastern Area is under the operational control of the Chief Defense Counsel of the Marine Corps and provides defense services to the region. Regional Defense Counsel personnel conduct visits to locations where judge advocates perform defense functions. Additionally, they monitor defense counsel performance; provide professional guidance and advice to Senior Defense Counsel and defense counsel; and exercise some supervisory responsibilities. Members of the Regional Defense Counsel staff train Senior Defense Counsel and defense counsel in military law and procedures, trial tactics, professional responsibility, and other aspects of the defense functions; inspect professional training and continuing legal education; inspect the adequacy of legal facilities provided defense counsel; monitor experience levels of judge advocates; and report to the Chief Defense Counsel of the Marine Corps on the state of defense counsel services within the region.

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CHAPTER 3

ASSISTANT CHIEF OF STAFF, COMPTROLLER

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# MARINE CORPS BASE ORGANIZATION AND FUNCTIONS MANUAL

## CHAPTER 3

### ASSISTANT CHIEF OF STAFF, COMPTROLLER

#### 3000. FUNCTIONS OF THE ASSISTANT CHIEF OF STAFF, COMPTROLLER

1. The Assistant Chief of Staff, Comptroller is the principal staff assistant who develops, coordinates, and maintains an integrated system of staff services in the financial management area in order to provide the Commanding General the factual data essential for effective management control. The Comptroller translates program requirements into the required financial plan and formulates the activity's budget; compares program performance with the financial plan; analyzes the variances and determines where financial adjustments may be required and directs a progress and statistical reporting system. The Comptroller is responsible for the effective coordination of budgeting, accounting, finance, and resource evaluation and analysis.

2. The Assistant Chief of Staff, Comptroller exercises staff coordination for financial institutions operating aboard Marine Corps Base and the Defense Finance and Accounting Service (DFAS). Also responsible for staff coordination for audits conducted by the Marine Corps Nonappropriated Fund Audit Service (MCNAFAS), U.S. Naval Audit Service (NAS), Department of Defense Assistant Inspector General (DODIG) for Auditing, U.S. General Accounting Office (GAO), and the Surveys and Investigations Staff (S&IS) of the House Appropriations Committee.

3001. BUDGET AND ANALYSIS DIVISION. The Budget Officer provides guidance and instruction for financial programming and budget formulation efforts aboard the Base; reviews resource requirements and justifications in support of the various programs of the Command; compiles and submits the Command's various budgets; recommends initial and revised distribution of funds and fiscally related resources to address the program requirements of the Command; develops and controls the execution of financial plans for the civilian labor requirements at Marine Corps Base; prepares directives and instructions to interpret and ensure compliance with public law and fiscal policies; monitors and analyzes the budget execution efforts of the Base to identify and remediate unprogrammed and unanticipated variances from established financial plans and budgets; identifies and recommends budget adjustments and reprogramming efforts to realize economies and generate savings; initiates actions to adjust financial plans to available funding levels; coordinates financial correspondence and

transactions with reimbursable customers of the Base; prepares and defends requests for additional funds from sources outside of the Command; and represents the fiscal and management interests of the Command in negotiations for support within the confines of this Base that is requested by Headquarters Marine Corps, by other Federal, State and local government agencies, by representative organizations from foreign nations, and by authorized private parties.

3002. MANAGERIAL ACCOUNTING DIVISION. The Managerial Accounting Division provides guidance to Marine Corps Base fund administrators/program managers on the execution of programs and on the input of source data into the accounting system; provides training to fund administrators related to system use; determines output problems related to processing errors and researches sources of user erroneous data; serves as principal liaison between administrators and the Defense Finance and Accounting office (DAO), Headquarters, U.S. Marine Corps (HQMC) fiscal and logistics representatives, and Non-Department of Defense activities by coordinating system processing schedules and reporting user problems with systems operations. Responsible for financial analyses, advice, coordination, and assists with the implementation of financial accounting operations as prescribed by higher headquarters; responsible for applying knowledge in managerial accounting, fund accounting, budget formulation/execution related to reimbursables and related systems and financial management applications (including the development and promulgation of Marine Corps Base procedures not otherwise prescribed by higher authority); and acts as functional coordinator for Class I Defense Finance and Accounting Service (DFAS) systems and local Class II systems and coordinates central computer processing requirements for activities of Marine Corps Base, Camp Lejeune with DFAS, Kansas City, Missouri.

3003. FINANCE DIVISION. The Finance Division performs disbursing functions to include providing military pay services for Marine Corps Base units, providing travel services for both military and civilian personnel at Marine Corps Base, and serving as the consolidated collection agent for Marine Corps Base. Additional responsibilities include providing disbursing services upon mobilization and demobilization, and processing emergency evacuation and disaster relief payments when required.

3004. RESOURCE EVALUATION AND ANALYSIS DIVISION. The Resource Evaluation and Analysis function provides the command with the capability to examine, analyze, evaluate, and explore areas of

management or operation where known or potential problem areas exist which may adversely affect the efficient and economical use of financial resources, thereby enhancing management and operational capabilities. The program is also concerned with coordinating and responding to audits, analysis, reviews, and the like conducted by external agencies; providing non-audit appraisals of nonappropriated fund matters for the Assistant Chief of Staff, Comptroller; operating the Camp Lejeune Fraud, Waste, and Abuse Hotline; coordinating the Management Control program; and monitoring the appropriated fund cash verification program and providing technical guidance to personnel conducting verifications.

3005. CIVILIAN PAYROLL DIVISION. The Civilian Payroll Division is responsible for providing timely and accurate pay to the General Schedule and Wage Grade employees at Marine Corps Base, Camp Lejeune. Responsible for the input of all civilian time and attendance cards and the accurate and timely submission of the Source Data Automation (SDA) information for all the Base Maintenance employees to ensure an accurate and timely biweekly payroll. Post audits of all time and attendance cards on a biweekly basis, for correct musters in and out, proper extensions for overtime, Sunday pay, Holiday pay, shift differential, night differential and environmental pay. Ensures that the proper documentation is received to support the different types of additional authorized pay. Audits the different types of leave used such as compensatory, sick, annual, court, and administrative. Maintains current work schedules on all employees to include a good default Financial Information Pointer (FIP). Does permanent change input on those employees who change their taxes, state and federal, bonds, charity, addresses and allotments. Prepares unemployment claims and verification of employment requests for home loans. Prepares correspondence relating to garnishments for child support and alimony. Prepares and assists employees with applications for waivers of indebtedness. Researches and answers all questions dealing with problems related to leave and pay.



# MARINE CORPS BASE ORGANIZATION AND FUNCTIONS MANUAL

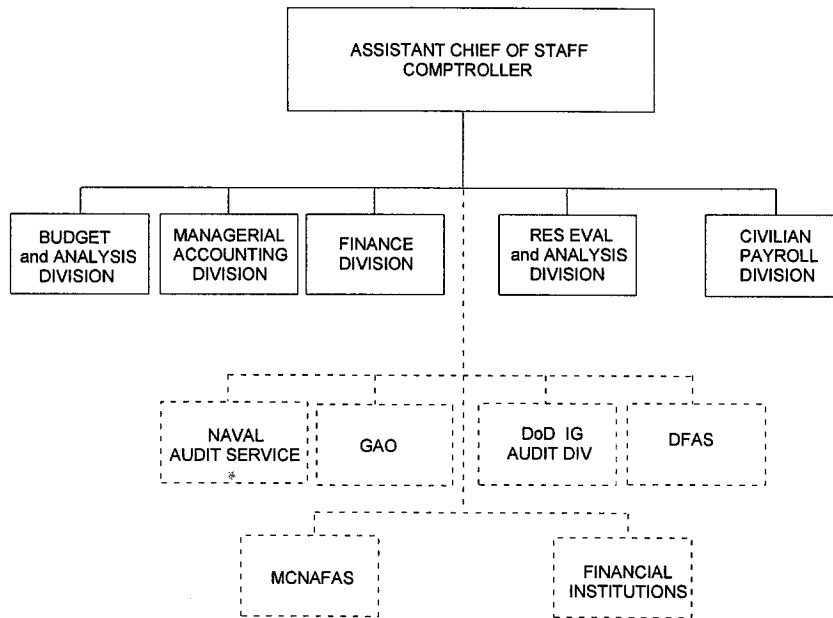


Figure 3-1.--Assistant Chief of Staff, Comptroller Organization Chart

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CHAPTER 4

ASSISTANT CHIEF OF STAFF, ENVIRONMENTAL MANAGEMENT

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# MARINE CORPS BASE ORGANIZATION AND FUNCTIONS MANUAL

## CHAPTER 4

### ASSISTANT CHIEF OF STAFF, ENVIRONMENTAL MANAGEMENT

#### 4000. FUNCTIONS OF THE ASSISTANT CHIEF OF STAFF, ENVIRONMENTAL MANAGEMENT

1. The Assistant Chief of Staff, Environmental Management Department (EMD), is the principal staff assistant to the Commanding General for matters pertaining to compliance with environmental regulatory requirements including: air and water pollution abatement; pollution prevention and recycling; solid waste reduction; hazardous waste management; safe drinking water standards; environmental planning and impact assessment; installation restoration; and forestry and natural resources management. This Department works closely with the Training Education and Operations and Facilities Departments in carrying out the MCB, Camp Lejeune training support and facilities missions. Specific areas of responsibility of this Department include: departmental administration; development of environmental plans and programs; planning, programming, and budgeting of projects required for environmental compliance; environmental permitting; cleanup of past hazardous waste sites and underground storage tanks; potable water and wastewater monitoring; hazardous waste management; waste recycling; source reduction; protection and management programs addressing threatened and endangered species; fish and wildlife management; forestry management; geographic analysis; archaeological and historical resource management; and soil and water conservation. The Assistant Chief of Staff, Environmental Management, exercises direct control of the Environmental Planning Division, Environmental Compliance Division, Installation Restoration Division, Forestry Division, Fish and Wildlife Division, the Geographic Information Systems Office, and the Administration and Finance Office. He also coordinates with the Base Staff Judge Advocate and Eastern Area Counsel Office in advising the Command on the application and impacts of environmental laws and regulations. The Assistant Chief of Staff, EMD serves as the Marine Corps Component Regional Environmental Coordinator for Region 4.

2. A formal Logistics Support Agreement (LSA) exists between MCB, Camp Lejeune and Marine Corps Air Station (MCAS), New River. The LSA provides that nearly all environmental programs and environmental support functions for MCAS will be performed by MCB, Camp Lejeune.

4001. ENVIRONMENTAL PLANNING DIVISION. The Environmental Planning Division (EPD) is responsible for identification of environmental/regulatory requirements that pertain to activities at MCB, Camp Lejeune, and initiating the necessary actions to enable compliance with those requirements. The EPD also establishes rules of engagement for military training sites which allow units to train at MCB, Camp Lejeune without negative impact to environmentally sensitive areas. The EPD provides liaison and coordination with HQMC, and Federal, State and local officials in implementing policies and requirements, and provides technical advice and planning support to the Command for development of environmental projects. The EPD develops and manages short term and long term studies for the various environmental media; air, water, wastewater, solid and hazardous waste, and, underground storage tanks (UST's). The EPD implements the National Environmental Policy Act (NEPA) through the Environmental Impact Working Group, and the Environmental Impact Review Board. These bodies review construction projects, training exercises, and other activities which have the potential to adversely impact the environment. The EPD serves as the installation asbestos program manager.

4002. ENVIRONMENTAL COMPLIANCE DIVISION. The Environmental Compliance Division (ECD) is responsible for laboratory analysis and monitoring; enforcement of environmental statutes; hazardous waste management and spill contingency response; pollution prevention; recycling; and solid waste reduction. Specific responsibilities include the coordination and review of pollution abatement projects to ensure funding, design, and construction to meet applicable pollution control requirements; providing hazardous waste and pollution prevention technical assistance and training to MCB, Camp Lejeune personnel and tenant units; and monitoring of ongoing programs such as solid waste management, hazardous waste management, pesticide management, asbestos management and abatement, wastewater treatment, drinking water treatment, oil recycling, air pollution abatement,

underground storage tank management, and installation restoration to ensure that these programs are operated in compliance with existing regulations and guidelines. The ECD manages the Comprehensive Environmental Training Program (CETP). CETP provides an eight course compliance based training program to military and civilian personnel. The ECD reviews data and reports on air and water quality monitoring required by the Clean Air Act, Safe Drinking Water Act, Clean Water Act, Resource Conservation and Recovery Act (RCRA), Toxic Substance Control Act, and other related Federal, State, and local regulations.

4003. INSTALLATION RESTORATION DIVISION. The Installation Restoration Division (IRD) is responsible for managing the MCB, Camp Lejeune Installation Restoration Program (IRP). The IRP provides the methodology to identify past hazardous waste (HW) sites under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), RCRA solid waste management units, and leaking underground storage tanks (UST), investigates their potential for affecting human health and/or the environment, and implements appropriate remediation. The IRP goal is to clean up past HW disposal and contaminated UST sites in an expedient and cost effective manner. The IRD executes the Environmental Restoration funds received by MCB, Camp Lejeune.

4004. FORESTRY DIVISION. The Forestry (FOR) Division is responsible for implementing the principles of multiple use and sustained yield management by applying scientifically sound silvicultural techniques. The FOR Division manages and protects the forest resources in a manner which supports the military mission, and husband those resources in the combination best serving the needs of present and future generations through forestry planning and timber management; forestry product sales or utilization; forest fire prevention and suppression; forestry access road maintenance and site preparation.

4005. FISH AND WILDLIFE DIVISION. The Fish and Wildlife (FWL) Division is responsible for game management; threatened and endangered species program management; wetlands and soil conservation; archaeological and historical resource identification and protection; management of natural areas; freshwater pond management; management of waterfowl impoundments; and nuisance wildlife control and management.

These responsibilities are goal-oriented in supporting the mission of the Base by providing optimum environmental conditions for all present natural and cultural resources, and in ensuring compliance with applicable Federal and State regulations.

4006. GEOGRAPHIC INFORMATION SYSTEMS (GIS) OFFICE. The Geographic Information Systems Office employs vector and raster-based GIS computer technology for land use and environmental management. The GIS office is responsible for developing, maintaining, and supporting an interdepartmental GIS, referred to as the Command Integrated Geographic Information Repository (IGIR), for managers of various disciplines to perform inventory, analysis, and modeling of geographic information about MCB, Camp Lejeune. The GIS stores spatial and tabular data in a series of layers capable of manipulation and analysis. Information on resource subjects such as soils, vegetation, wetlands, historic and archeological sites, endangered species habitat, training areas and a host of other attributes are maintained for environmental and land use planning and the tracking of compliance related issues. The IGIR includes a distributed network of Sun workstations and microcomputers which afford data sharing and multi-user access by several Base organizations. The IGIR actively supports the Command as an aid in critical decision making by supplying geographic information for natural and cultural resource management, environmental planning and compliance, installation restoration, military training, facilities management, disaster preparedness and recovery, security, safety, and emergency response to all EMD Divisions, as well as other departments at MCB, Camp Lejeune and to the Marine Corps Air Station, New River.

4007. ADMINISTRATION AND FINANCE OFFICE. The Administration and Finance (A&F) Office is responsible for execution of a wide-ranging financial program, and management of administrative, logistics and manpower functions necessary for EMD to achieve effective and reliable environmental compliance levels. The A&F Office ensures a thorough operational budget is consistently planned and carried out to encompass all aspects of EMD operations. The A&F manager serves as the Contracting Officer for Recyclable Materials Direct Sales. The A&F Office provides additional support functions to the EMD including supply and property control, procurement and contracting services, contract surveillance, and personnel management.

4008. REGIONAL ENVIRONMENTAL COORDINATION OFFICE. The Secretary of Defense established a regional environmental coordination program to achieve objectives and requirements identified in Department of Defense Instruction 4715.2. The Commandant of the Marine Corps designated the Commanding General, Marine Corps Base, Camp Lejeune as the Marine Corps Component Regional Environmental Coordinator (REC) for Federal Region 4. While the Commanding General is the nominal REC, coordination functions are carried out by the Assistant Chief of Staff, Environmental Management Department. The REC monitors and coordinates the consistent interpretation and application of DoD environmental policies at Marine Corps installations in the region and serves as a focal point for information and coordination of issues related to Marine Corps activities in the region. Additional activities include meeting with and educating senior Marine Corps officers, other service officers, elected officials, and agency officials concerning Marine Corps positions on emerging regulatory requirements and environmental policies; developing and implementing a Marine Corps regional environmental information exchange and training program; coordinating with counsel to assure emerging regulatory requirements are tracked and evaluated against mission functions; providing semi-annual executive summaries of Marine Corps regional environmental coordination activities; participating in regional meetings with other DoD components and regulators; and monitoring and coordinating training activities with the DoD REC.

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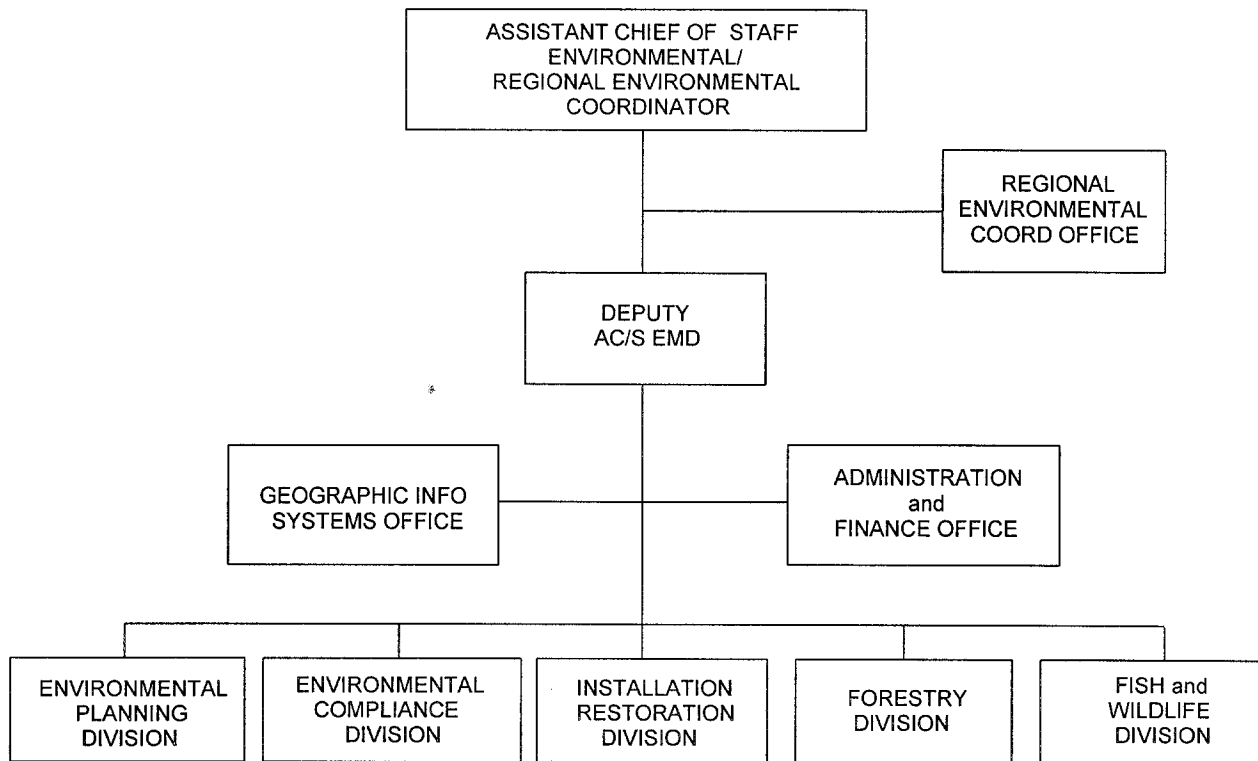


Figure 4-1.--Assistant Chief of Staff, Environmental Management Organization Chart



# MARINE CORPS BASE ORGANIZATION AND FUNCTIONS MANUAL

## CHAPTER 5

### ASSISTANT CHIEF OF STAFF, FACILITIES

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# MARINE CORPS BASE ORGANIZATION AND FUNCTIONS MANUAL

## CHAPTER 5

### ASSISTANT CHIEF OF STAFF, FACILITIES

5000. FUNCTIONS OF THE ASSISTANT CHIEF OF STAFF, FACILITIES. The Assistant Chief of Staff, Facilities, is the principal staff assistant for the planning, coordination, and supervision of facilities management, planning, and housing. The Assistant Chief of Staff, Facilities exercises this responsibility by the direct control and accomplishment of specific functions of the Facilities Department and by staff cognizance over Maintenance Division, Public Works Division, Family Housing Division, Bachelor Housing Division, and Facilities Management Division. Coordinates assignment of all officers and staff noncommissioned officers in the Engineer Occupational Field (OF 13) reporting for duty with Marine Corps Base (MCB).

5001. FACILITIES MANAGEMENT DIVISION. The Director, Facilities Management is responsible for providing departmental level control of the facilities management and planning process to include life cycle cost analysis, liaison with Headquarters Marine Corps (HQMC) on projects/programs determining space requirements and utilization and assignment of all MCB facilities; conducting space utilization studies; responsible for all space assignments; liaison between tenants and MCB for space requirements; developing and maintaining facility plans required for mobilization support; encroachment issues; overseeing the acquisition and leasing of real estate and developing special project submissions, HQMC Facilities Projects (R2), Nonappropriated Fund (NAF) projects, and Minor Constructions Projects (R1).

5002. BASE MAINTENANCE DIVISION. The Base Maintenance Officer is responsible for all Real Property Maintenance Activities (RPMA) for MCB, Camp Lejeune and MCAS, New River. These responsibilities include the maintenance and repair of all buildings, structures, grounds, paved surfaces, streets, utility systems, and other real property facilities; preparation and submission of major repair projects; and management and implementation of the locally funded Minor Construction Program. Further responsibilities include execution of Other

Engineering Support services such as pest control, refuse collection (less family housing), landfill operations, heavy equipment operations and maintenance, railhead management and track maintenance, limited repair to specified government-owned installed equipment and industrial plant equipment (Classes 3 and 4), and operation of the Onslow Beach Bridge. Other primary responsibilities are the operation, distribution and/or purchase of utilities (water, steam, sewage, electricity, natural gas), coordinator and approval agency for all Base-wide digging and construction permits, and the management of an effective utilities conservation program. The Base Maintenance Officer also has the responsibility for the planning, programming, budgeting, and management of all human, financial, and material resources used in the accomplishment of the RPMA mission.

5003. PUBLIC WORKS DIVISION. The Public Works Officer's responsibilities include providing technical support for Base components, including preparation of architectural and engineering studies, designs, and cost estimates for special projects; preparation of drawings, specifications, and cost estimates for contracts for maintenance, repair, alteration, and new construction of Base facilities including buildings, structures and utility systems; review of contractor's submittals of materials and equipment to be used in fulfillment of the contracts; conducting special engineering investigations and preparation of reports associated therewith; serves as the sole liaison between Base organizations and the Naval Facilities Engineering Command (including the Atlantic Division) for all engineering, construction, and environmental contracts, designs, and studies; providing technical support for the Resources Board for Facilities Development Programs including the preparation of submissions required pursuant to the Shore Facilities Planning System in accordance with current Marine Corps instructions; compiling the annual Military Construction program (to include project description, cost estimates, drafting, and reproduction); preparing the annual special facilities projects program submission of Operation and Maintenance, NAF, MCB, Commissary, and Family Housing; cognizant control of survey work as required; maintaining in a current condition, all maps, plans, and other drawings of the Base and facilities; and negotiation, control, and administration of all agreements involving real property under license, lease, permit, or easement which concern the interests of Marine Corps Base, Camp

Lejeune, management and administration of facilities support contracts, including preparation of plans and specifications, inspection and management of facilities small purchase contracts and service contracts. In the Public Works Officer's capacity as Officer in Charge of Construction, Jacksonville, North Carolina area, and under authority delegated by the Atlantic Division, Naval Facilities Engineering Command, Norfolk, Virginia, contracts are awarded and administered. These contracts are for Architect-Engineer Services, the maintenance, repair, alteration, and new construction of Base facilities including buildings, structures, and utility systems.

5004. FAMILY HOUSING DIVISION. The Director, Family Housing Division is responsible for the administration and operation of the centralized family housing and referral programs for MCB, Camp Lejeune and MCAS, New River. These responsibilities include, but are not limited to, preparation and analysis of housing surveys, management reports, and studies; planning and programming for acquisition and improvement of family housing; planning, programming, and budgeting for operation, maintenance, repair, and improvement of family housing; acquisition, disposition, and diversion of family housing facilities; execution of the Family Housing Program authorized by Congress and allocated by the CMC; assignment and termination of quarters; promotion of occupant relations; implementation of a Family Housing Self-Help Program; implementation of a Housing Referral Program, ensuring equal opportunity in off-base housing; implementation of rental charges; location and inspection of leased housing; implementing family housing Public/Private Ventures (PPV); control of issue, repair and procurement of furnishings to include appliances; establishment and maintenance of facilities history; and developing and executing short and long term maintenance plans for family housing facilities.

5005. BACHELOR HOUSING DIVISION. Except for the Air Station, the Director, Bachelor Housing Division is responsible for the administration and operation of a centralized Bachelor Housing Office with direct operational control of the Bachelor Officer and SNCO Billeting Program and Basic Allowance for Quarters authorizations for bona-fide bachelor personnel. Included are responsibilities for billeting procedures for permanent and transient occupants, budget preparation, occupancy and fiscal reports. Submission of the Bachelor

Housing Survey and Utilization Reports, furniture inventories and related supply functions, maintenance liaison, linen exchange, building and room inspections, routine cleaning of Bachelor Officer Quarters and Bachelor Enlisted Quarters (SNCO and Enlisted Quarters/public area), individual room cleaning, Billeting Fund, collection and deposit of monies, and effective personnel management. Bachelor Housing Facilities are located in six different geographical areas of Camp Lejeune.

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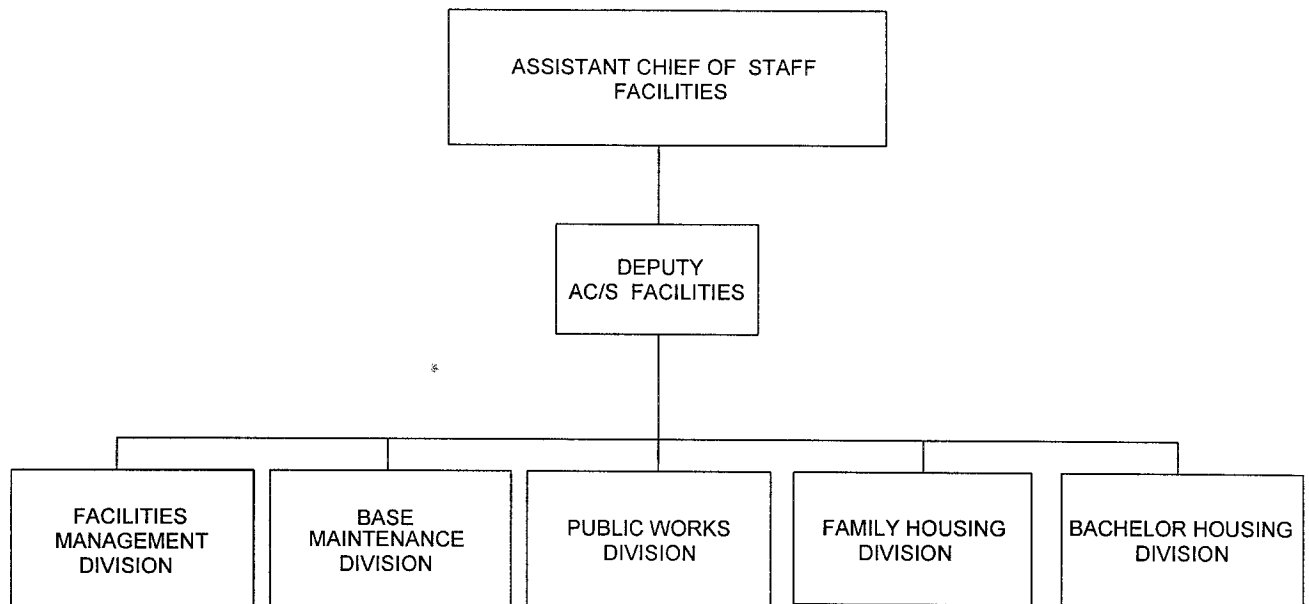


Figure 5-1.--Assistant Chief of Staff, Facilities Organization Chart

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CHAPTER 6

ASSISTANT CHIEF OF STAFF, HUMAN SERVICES

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# MARINE CORPS BASE ORGANIZATION AND FUNCTIONS MANUAL

## CHAPTER 6

### ASSISTANT CHIEF OF STAFF, HUMAN SERVICES

6000. FUNCTIONS OF THE ASSISTANT CHIEF OF STAFF, HUMAN SERVICES. The Human Services Department comprises all family support programs at Camp Lejeune. The Assistant Chief of Staff, Human Services, is the principal staff assistant for matters pertaining to the Family Service Center, Family Counseling Center, Alcohol Treatment Facility, Child Development Services, Navy-Marine Corps Relief Society, American Red Cross, and New Parent Support Program. All organizations serve the entire military and dependent population of commands located at Camp Lejeune. Responsibilities include: coordination of all the preceding military human service agencies; liaison between the community and military social service groups; coordination of fund-raising events, Naval Hospital and Red Cross Blood Drives, ethnic observances, and special human services events; coordination and implementation of separation briefings for the members of all commands; and, the administrative management of human services functions.

6001. FAMILY SERVICE CENTER. The primary responsibility of the Director, Family Service Center (FSC) is to support unit commanders by providing information, assistance, and guidance to Marines and their families. The FSC staff supplies information and offers assistance in many areas including financial counseling, relocation, retired affairs, immigration, key volunteer training, and employment for family members, separating and retiring Marines, and spouses of relocating DoN civilian employees. The FSC conducts the congressionally mandated pre-separation classes and pre-retirement seminars. The staff also conducts family enrichment and educational programs that are proactive programs designed to help functioning families lead more effective and rewarding lives.

6002. FAMILY COUNSELING CENTER. The primary responsibility of the Family Counseling Center (FCC) is to provide social workers, counselors, victim advocates and management staff to administer the Family Advocacy Program. Comprehensive services are provided to include prevention, identification, assessment, intervention, counseling and follow-up of personal, parental, or spousal problems.



The main focus of Family Advocacy is to promote the safety of victims of spouse abuse, child abuse/neglect and rape and sexual assault. Services available are 24-Hour Victim Advocate Response Program for victims of spouse abuse, command briefs, prevention and education programs (Stress and Anger Management, Couples Communication, Parent Education, Kids+ for Parents and Children), Support Groups for Victims of Family Violence, Counseling for Individual and Family Issues, Rape Crisis Counseling and Group Counseling for adults who were molested as children, and the Domestic Violence Intervention Program (a treatment program for batterers). Many of the prevention and treatment programs are offered day and evening.

6003. ALCOHOL TREATMENT FACILITY. The Alcohol Treatment Facility staff provides drug and alcohol evaluations/screenings, medical consultation, education, and prevention and treatment. The approach utilizes a modified American Society of Addiction Medicine (ASAM) model. ASAM focuses on a more individualized and specialized treatment regimen tailored to the specific needs of the client. A client's need and input drives the treatment. The duration of treatment is variable and is based upon each client's needs. The combined treatment program involves an interdisciplinary approach utilizing multiple resources and services. The curriculum is a well-rounded program of individual counseling and group counseling, family counseling, and educational sessions which consist of didactic lectures, films, and workshops. Self-help groups are introduced and utilized as a resource for continued support. Continuing Care follow-up services are provided to support the client's transition from treatment and enhance relapse prevention; MEDEVAC coordinates treatment availability. The Urinalysis Testing Program, which is a part of Drug Demand Reduction, is provided to all commands to train Substance Abuse Control Officers (SACO) and Substance Abuse Non-Commissioned Officers (SANCO) to enable commands to conduct their own urinalysis program.

6004. CHILD DEVELOPMENT SERVICES. Child Development Services at Camp Lejeune is comprised of three components: center-based care, home-based care and supplemental programs and services. There are two Child Development Centers (CDCs), two School-Age Care (SAC) sites and about 100 Family Child Care (FCC) homes. The CDCs are located at

Brewster and Tarawa Terrace. SAC sites are located at Berkeley Manor and Tarawa Terrace. FCC homes are located in all housing areas aboard the Base. FCC providers are certified by the Base Commanding General and are spouses of military personnel caring for children in their government quarters. Developmental care vice custodial care is provided in all programs with activities designed and implemented to stimulate and develop the physical, emotional, social and cognitive growth of children. Programs available include resource and referral services, full-time enrollment and part-day preschool programs, before and after school care and a Summer Fun Program for school-age children, respite care for emergency situations, special events care, Saturday Evening Child Care, Short-Term Alternative Child Care (STACC), Child Care in a Unit Setting (CCUS), hourly care, and parent education. All programs provide nutritionally balanced meals (breakfast, lunch and snacks) through participation in the Child and Adult Care Food Program.

6005. NAVY-MARINE CORPS RELIEF SOCIETY. The Executive Director, Navy-Marine Corps Relief Society (NMCRS) performs duties under the staff cognizance of the Assistant Chief of Staff, Human Services, who serves as the Auxiliary Vice-President. The NMCRS provides emergency financial assistance for active duty and retired military, dependents and spouses. The Society staff provides financial counseling to military personnel and their families. The staff produces and distributes layettes to families with newborn children and the Society's visiting nurses provide assistance to these families as well as housebound retirees, widows and widowers. Services include educational loans and grants for spouses and dependent children of active duty, and dependent children of retirees.

6006. AMERICAN RED CROSS. The Station Manager, American Red Cross performs duties under the staff cognizance of the Assistant Chief of Staff, Human Services. The Station staff provides casework services for military personnel and their families, conducts the blood programs and safety programs, and coordinates the services of the Red Cross volunteers. The Station Manager also is in charge of area disaster service and is the coordinator between all Red Cross services and the local hospitals.

6007. NEW PARENT SUPPORT PROGRAM. The New Parent Support Program (NPSP) is a joint effort between the Marine Corps and Children's Hospital, San Diego, California. The mission of NPSP is to enhance and support the healthy development of military families. Services are available to expectant parents and families with infants and children under six years of age. The NPSP team includes home visitations with social work and nursing backgrounds who offer support and encouragement in coping with demands of parenthood and military family life. Services include Parenting/Communication Modeling; Home Visits; Crisis Intervention and Educational services.

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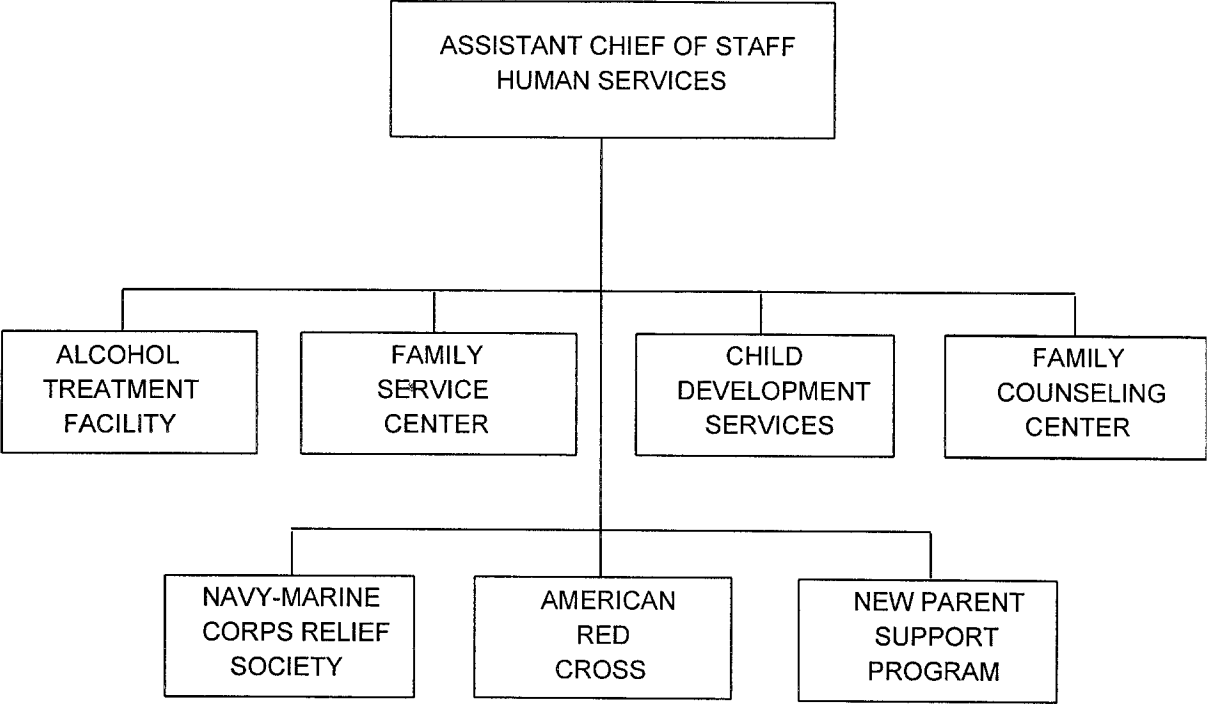


Figure 6-1.--Assistant Chief of Staff, Human Services Organizational Chart